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Information for Authors

Editorial Policies

The *Journal of Speech and Hearing Disorders* is intended for those interested in disordered speech, language, and hearing, particularly clinicians who provide services to persons with communicative handicaps. Three types of manuscripts are invited: articles, reports, and letters. To insure objectivity all contributions, including Letters to the Editor, are typically reviewed by at least two consultants who have no author identification available to them. The major criteria for judgment are clinical significance of the problem, conformity to standards of evidence, and clarity of writing.

All papers submitted are considered for publication. The author's membership, or lack of it, in ASHA is not a factor in selection. No manuscript that has been published or is under consideration elsewhere should be submitted to the *Journal of Speech and Hearing Disorders*.

Types of Manuscripts

Articles. Articles may be philosophical, conceptual or synthesizing essays on topics of clinical importance. They must reflect highest levels of scholarship in use of evidence and logic. They should be written clearly and precisely.

Reports. Reports pertain to clinical topics of limited scope and will be judged in terms of scientific merit. Typically, they are reports of results of work with samples of sufficient size to permit general statements about a population at large. They can also be single-subject studies that support valid inferences about the nature of communicative disorders. When based on sound research methods, both types of studies can provide clear answers to important clinical questions. Reports may also be case studies that describe new or unusual findings, new insights, or new clinical approaches. An excellent case study can be a powerful tool for formulating important questions and hypotheses.

Manuscripts about tests or other instruments for clinical classification or decision making will be evaluated relative to criteria presented in *Standards for Educational and Psychological Tests* (American Psychological Association, 1200 Seventeenth Street, N.W., Washington, D.C. 20036). The Journal does not now publish test-manuscripts that do not report validity information. Even with such information new tests reporting standardization data may not be published if they are about to be, or have been, released for commercial distribution. Such information should be included in the test manual. Manuscripts are considered regarding published tests in current clinical use even though they may not have been well validated. Such research has value in providing information about an instrument which increases clinical utility, or highlights shortcomings that can only be corrected by major revision and re-development.

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Papers are edited to improve effectiveness of communication. When editing is extensive, with consequent danger of altered meanings, papers are returned to the author for correction and approval. Authors are free to make additional minor changes at this stage. Minimal alterations are also permissible on the galley proofs.

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Organize your material carefully, putting a statement of the problem first, supporting details of argument second. Present each step in terms of the purpose it serves in supporting your finding resolving the problem.

Provide enough details of method and equipment so that another worker can repeat your work, but omit details that are generally known or can be covered by citation of another paper. Use metric units of measure. If measurements were made in English units use metric equivalents.

Avoid specialized jargon and abbreviations. Use technical terms only as necessary. Choose the active voice more than you choose the passive, for the passive voice usually requires more words and often obscures the agent of action.